

4- 2025

12-03

A G R E E M E N T

THIS BOOK DOES  
NOT CIRCULATE

between

BOARD OF EDUCATION

and

EDISON TOWNSHIP ASSOCIATION OF EDUCATIONAL SECRETARIES

EDISON TOWNSHIP, NEW JERSEY

Dated: JULY 1, 1970

FOR THE SCHOOL YEAR

1970 - 1971

## TABLE OF CONTENTS

	Page
Preamble	1
I. Recognition	1
II. Negotiation Procedure	2
III. Grievance Procedure	3
IV. Employees' Rights	7
V. Statutory Requirements	8
VI. Promotions and Vacancies	8
VII. Leave of Absence	9
VIII. Insurance Protection	11
IX. Deduction From Salary	12
X. Holidays	12
XI. Overtime	13
XII. Vacations	13
XIII. Miscellaneous Provisions	14
Educational Secretaries and Clerks Salary Guide	15
Attendance Officers Salary Guide	16

## PREAMBLE

This Agreement entered into this 1st day of July, 1970, by and between the Board of Education of the School District of Edison in the County of Middlesex, hereinafter called the "Board" and the Edison Township Association of Educational Secretaries, hereinafter called the "Association."

## W I T N E S S E T H :

WHEREAS, the Board has an obligation, pursuant to Chapter 303, Public Laws 1968 to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

## ARTICLE I

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all personnel represented by the Association, whether under contract, on leave, or employed by the Board.

### B. Employees Covered by this Agreement

1. This agreement shall apply to all school clerical employees, including attendance officers and excluding all other employees.

2. Excluded from this unit shall be all clerical personnel in the Administration Offices and the Board of Education Office.

## ARTICLE II

### NEGOTIATION PROCEDURE

A. The parties agree to enter into collective negotiations over a successive agreement in accordance with Chapter 303 Public Laws 1968 in a good faith effort to meet agreement on all matters concerning the terms and conditions of employment of those employees covered by this agreement. Such negotiations shall begin not later than November 1 of the calendar year preceeding the calendar year in which this agreement expires. Any agreement so negotiated shall apply to all employees in the unit covered by this agreement, be reduced to writing, be signed by the Board and Association and be adopted by the Board.

B. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter proposals. The Board shall make available to the Association for inspection all pertinent records, data and information relative to the school district which the Association requests for the purpose of collective negotiations.

C. Neither party in any negotiations shall have any control over the selection of the negotiation representatives of the other party. The parties meeting pledge that their representatives be empowered to make proposals, consider proposals, and make counter proposals in the course of negotiations.

#### D. Representatives

1. Representatives of the Board and the Association's negotiation committee shall meet upon the request of either party for the purpose of reviewing the administration and/or amending of the agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.

2. Each party shall submit to the other at least three days prior to the meeting an agenda covering matters they wish to discuss.

3. All meetings between the parties shall be regularly scheduled whenever possible to take place at a mutually convenient time.

4. Should a mutually accepted amendment to this agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association and be adopted by the Board.

### ARTICLE III

#### GRIEVANCE PROCEDURE

##### A. Definition

A grievance is a claim by an employee or his representative that he has suffered harm by the interpretation, application or violation of policies, agreements, and administrative decisions affecting him and/or his co-workers.

##### B. Procedure

1. A grievance to be considered under this procedure must be initiated in writing within thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence.

a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

b. It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.

2. Level I - Any employee grievant who has a grievance shall discuss it first with his immediate superior in an attempt to resolve the matter informally at that level, who shall give his decision within five (5) working days.

3. Level II - The employee grievant, no later than five (5) working days after receipt of the decision of his immediate superior, may appeal the decision to the Superintendent of Schools with a copy to the Association's Committee responsible for grievances. The appeal to the Superintendent must be made in writing specifying:

- a. The nature of the grievance
- b. The nature and extent of the injury, loss, or inconvenience
- c. The results of previous discussions
- d. The dissatisfaction with decisions previously rendered.

The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) working days from the receipt of the appeal. The Superintendent shall communicate his decision in writing to the employee grievant, to the Association's Committee responsible for grievances, and to the grievant's immediate superior.

4. Level III - If the grievance is not resolved to the grievant's satisfaction within five (5) working days after receipt

of the Superintendent's decision, grievant may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within twenty (20) calendar days of receipt of the appeal or if a hearing is granted, within twenty (20) calendar days of the date of the hearing. The referred to hearing, if granted, shall be held within a reasonably expeditious time after receipt of the appeal notice.

5. Level IV - If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and he wishes review by a third party, and if the matter pertains to the provisions of this agreement, and if the Association determines that the matter should be reviewed further, it shall so advise the Board through the Superintendent within twenty (20) working days of receipt of the Board's decision. However, the Board's decision shall be final and binding concerning:

a. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the appropriate State Agency; or

b. Any matter which, according to law, is either beyond the scope of Board authority or limited to unilateral action by the Board alone.

6. The following procedure shall be used to secure the services of an arbitrator:

a. Either party may request the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

b. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they may request the American Arbitration Association to submit a second roster of names.

c. If the parties are unable to determine within ten (10) working days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.

The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties, or any policy of the Board of Education. The recommendations of the arbitrator shall be advisory.

#### C. Rights of Employee to Representation

1. Any aggrieved employee may be represented at all stages of the grievance procedure by himself, or, at his option, by the Association or by a representative selected or approved by the Association.

2. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent or at any later level, be notified by the Superintendent that the grievance is in existence and shall be notified of the result.



a. The cost for the services of the arbitrator including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

#### ARTICLE IV

##### EMPLOYEES' RIGHTS

A. Pursuant to Chapter 303, Public Laws 1968, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations. The Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the employment of any rights conferred by Chapter 303, Public Laws 1968 or other laws of New Jersey of the Constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions of employment.

B. No tenure employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any employment advantage or be denied renewal of contract, without just cause. Any such action asserted by the Board or any agent or representative thereof, shall be subject to the grievance procedure within set forth.

C. Whenever any employee is required to appear before the Superintendent, Board or any committee or member thereof concerning any matters which could adversely affect the continuation of that person in employment or the salary or any increments pertaining thereto, he may request a written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview if he so desires. Any suspension of an employee pending charges shall be with pay.

#### ARTICLE V

A. This agreement is intended to be interpreted in conformity with the applicable laws of the State of New Jersey and Rules and Regulations of the appropriate state agency.

B. During the term of this agreement, the Association will refrain from striking or job action of any illegal nature.

#### ARTICLE VI

##### PROMOTIONS AND VACANCIES

A. All promotional opportunities, newly created clerical positions or any variation in job title shall be handled as follows:

1. All promotional opportunities shall be posted in the school and office building of the school district as far in advance as is practicable, ordinarily at least thirty (30) school days before final date when applications must be submitted and in no less than fifteen (15) days before such date. A copy of said notice shall be given to the Association at the time of posting. Employees shall submit their applications in writing to the Superintendent's Office within the time limit specified and acknowledgement shall be given

to all applications. All notices that are posted shall set out the qualifications for the position, the duties and rate of compensation. Any change of qualifications set for a particular position shall be similarly posted and made available to the Association.

All qualified employees shall be given adequate opportunity to make applications, and no positions shall be filled until all properly submitted applications have been considered. In all such promotions, preference shall be given to qualified employees already employed by the Board if it is in the best interest of the school district.

2. Transfers - Any individual interested in a lateral transfer should make his interest known by submitting a letter to the office of the Superintendent indicating same.

## ARTICLE VII

### LEAVE OF ABSENCE

#### A. Sick Leave

1. Personnel shall be allowed twelve (12) days of sick leave in any school year without loss of pay (pro-rated for ten (10) month and part-time personnel). All days of sick leave not utilized shall be cumulative.

2. An additional thirty (30) days beyond the total number of accrued days shall be granted with deductions from the employee's pay for the cost of a substitute.

3. Sick leave is defined as absence from duty because of personal illness or quarantine for communicable disease.

4. It shall be the obligation of the employee to certify that the absence resulted from personal illness. Upon request, the

employee shall present a physician's certificate of illness to the Superintendent.

B. Personal Leave

1. Personnel may be absent from school duties for two (2) days without loss of pay. No reason is needed.

C. Leave Due to Death in Family

1. Death in the immediate family

a. Personnel may be absent from school without loss of pay for a period not to exceed four (4) days.

b. Definition: Immediate family is construed to mean parents, spouse, child, sister, brother, grandparents and in-laws.

2. Personnel may be absent from school duties without loss of pay for a period of one (1) day because of the death of a near relative. Definition: A near relative shall be construed to mean an uncle, aunt, niece, nephew.

D. Maternity Leave

1. Any tenure employee who is an expectant mother shall be required to apply by the end of the third month of pregnancy for a leave of absence not to exceed eighteen months without salary, the leave to begin not later than the end of the fifth month of pregnancy.

2. Upon the recommendation of the Superintendent and the approval of the Board, an employee may leave at a later date and return at an earlier date than provided herewith. In cases of stillbirth, an employee may return at an earlier date.

E. Leave of Absence Due to Illness in the Family

A leave of absence without pay for up to one year may be granted for the purpose of caring for a sick member of the

employee's immediate family. Additional leave may be granted at the discretion of the Board.

F. Other Leaves of Absence

Other leaves of absence may be granted by the Board of Education.

ARTICLE VIII

INSURANCE PROTECTION

At the beginning of the 1970-71 school year, the Board shall provide hospitalization, medical-surgical, major medical and Rider J insurance for all employees in the bargaining unit.

The Board will provide extended coverage auto insurance for attendance officers.

POLICY ON HOSPITALIZATION COVERAGE FOR EMPLOYEES

A. Family Membership Coverage

A married employee shall be eligible for the family coverage for hospitalization, medical, surgical and major medical insurance provided such employee supports a family or contributes to the maintenance of a family.

B. Parent and Child Coverage

Is a divorcee, separatee, widow or widower, who supports a family of minor dependents.

C. Single Membership Coverage

Any unmarried employee, divorcee, separatee, widow or widower who does not support a family with minor dependents or contributes to the support of a family with minor dependents shall be eligible for single membership coverage or hospitalization, medical surgical and major medical insurance.

D. Eligibility

1. It shall be the responsibility of the employee to fully furnish all essential evidence to establish eligibility.

2. An employee shall notify the Board of Education without delay, when eligibility ceases.

ARTICLE IX

DEDUCTION FROM SALARY

The Board agrees to deduct from the salaries of all employees dues for the Edison Township Association of Educational Secretaries and affiliates in compliance with NJSA 52:14-15.9e and rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Edison Township Association of Educational Secretaries by the fifteenth of each month following the monthly pay period in which deductions were made. Prior to deduction, authorization cards in conformity with NJSA 52:14-15.9e shall be filed with the Board of Education.

To assist in the administration of this procedure, the Association should provide the Secretary of the Board of Education, by August 1 of each year, an alphabetical list of members authorizing payroll deduction indicating the monthly amount of each member's deduction.

ARTICLE X

HOLIDAYS

A. The days which shall be considered holidays for secretarial personnel shall be the school closing days as designated in the school calendar for the school term.

B. Compensatory time shall be provided for school secretaries who are requested to work on school holidays.

C. Additionally, Independence Day, July 4, and Labor Day will be observed as holidays for twelve (12) month personnel.

D. Any employee required to work on a holiday shall be notified no later than three (3) days before the holiday to that effect.

## ARTICLE XI

### OVERTIME

A. The regular workday for all clerical employees shall be seven (7) hours, exclusive of one hour lunch time, except during July and August, when it will be one (1) hour less.

B. Any employee required to work more than forty (40) hours per week shall be paid at the rate of one and a half times her regular rate of pay.

C. Employees required to work more than thirty-five (35) but not more than forty (40) hours will be paid at straight time or compensatory time.

## ARTICLE XII

### VACATIONS

A. Clerical employees covered by this agreement shall receive two (2) weeks vacation up to five (5) years of service, three (3) weeks after five (5) years of service and a maximum of four (4) weeks after fifteen (15) years of service.

B. Any employee required to work during her vacation period shall receive compensatory time off at a mutually agreed time between employee and her supervisor.

C. Vacation period will be subject to the approval of the Supervisor or Administrator.

ARTICLE XIII

MISCELLANEOUS PROVISIONS

A. This agreement constitutes Board policy for the term of said agreement and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

B. If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by the law, but all other provisions or applications shall continue in full force and effect.

C. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this agreement, this agreement, during its duration, shall be controlling.

D. Copies of this agreement shall be printed at the expense of the Board within thirty days after the agreement is signed and presented to all employees now employed, hereafter employed, or considered for employment by the Board.

E. The duration of this agreement shall be in effect from July 1, 1970 to June 30, 1971.



EDUCATIONAL SECRETARIES AND CLERKS  
SALARY GUIDE

EFFECTIVE JULY 1, 1970

<u>STEP</u>	<u>CLASS A</u>	<u>CLASS B</u>	<u>CLASS C</u>
1	\$ 4850	\$ 4650	\$ 4350
2	5050	4850	4550
3	5250	5050	4750
4	5450	5250	4950
5	5650	5450	5150
6	5950	5750	5450
7	6150	5950	5650
8	6350	6150	5850
9	6550	6350	6050
10	6750	6550	6400
11	6950	6900	
12	7300		

CLASS A - SECRETARY TO PRINCIPALS (SECONDARY SCHOOLS)

CLASS B - ASSISTANT SECRETARY (SECONDARY SCHOOLS)  
SECRETARY TO PRINCIPAL (ELEMENTARY SCHOOLS)  
HEAD GUIDANCE SECRETARY -

CLASS C - CLERK-TYPIST

Credit to be allowed for five (5) years prior service in other employment.

LONGEVITY: An additional \$200 for fifteen (15) years service in the district to be added to base salary

## ATTENDANCE OFFICERS SALARY GUIDE

EFFECTIVE JULY 1, 1970

<u>Step</u>	<u>Total</u>
1	\$ 3400
2	3600
3	3800
4	4000
5	4200
6	4400

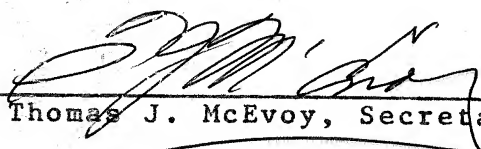
Plus \$300.00 Stipend (Head Attendance Officer)

Additional \$80.00 per month (car allowance)

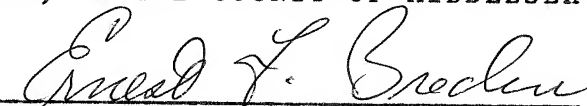
IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their duly authorized officers and their seals to be hereto affixed, this 8th day of March, 1971.

ATTEST:

THE BOARD OF EDUCATION OF THE  
SCHOOL DISTRICT OF THE TOWNSHIP OF  
EDISON, IN THE COUNTY OF MIDDLESEX

  
Thomas J. McEvoy, Secretary

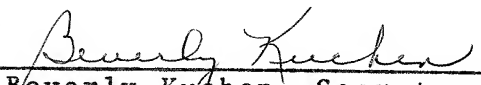
By:


  
Ernest F. Breden, President

ATTEST:

EDISON TOWNSHIP ASSOCIATION OF  
EDUCATIONAL SECRETARIES

By:

  
Beverly Kuchen, Secretary

  
Catherine C. Notaro, President